



**California Emergency Management Agency**  
**Public Safety and Victim Services Programs**  
3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
(916) 324-9200



May 5, 2010

Pamela Kallsen  
Executive Director  
Marjaree Mason Center, Inc.  
1600 M Street  
Fresno, CA 93721

**SUBJECT:** Performance Assessment Report  
**GRANT #:** DV09231257 & DR09011257  
**RECIPIENT NAME:** Marjaree Mason Center, Inc.

Dear Ms. Kallsen:

Thank you again for your time on April 12, 2010, when I conducted a Performance Assessment of the Domestic Violence Assistance (DV) Program grant for your agency. Attached please find a copy of the Performance Assessment including the Domestic Violence Recovery Act (DR) Addendum.

During the site visit, we discussed Cal EMA's requirements for the project, the goals and objectives of the program, the project's source documentation, and the reporting requirements. As a result of the visit I have identified areas which need corrective action. Each finding is listed below, as well as the corrective action necessary to bring your program into compliance and a due date by which the corrective action must be completed and submitted to your Program Specialist at Cal EMA.

**Section A, Administrative Review, Question #2 - Fidelity Bond:**

**Finding:** The project has a Fidelity Bond on file which is missing information. The Fidelity Bond on file is missing Forgery Coverage, Form B.

**Citation:** Recipient Handbook, Fidelity Bond, Section 2161.2, requires recipients to ensure that the fidelity bond obtained must include Form A, Employee Dishonesty, and Form B, Forgery Coverage. The Fidelity Bond must provide blanket coverage of all employees; a scheduled bond is unacceptable.

**Corrective Action:** See Recipient Handbook, Section 2161.5, Certificate of Insurance, for the components that must be included in the certificate. Documentation from your insurance carrier that verifies that the grant recipient is in compliance with this requirement must be submitted to your Program Specialist at Cal EMA by (May 26, 2010).

### **Section A, Administrative Review, Question #7 -Personnel Policies:**

**Finding:** The project does not have a current Drug Free Workplace policy statement on file signed by the employee.

**Citation:** Recipient Handbook, Section 2152.3, (c), requires that recipients will provide a copy of the company's drug-free policy statement; and ensure that employees agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

**Corrective Action:** The project must provide a copy of a current Drug Free Workplace policy to each employee and have it signed by the employee. The signed copy must be placed in the employees personnel file for future review by Cal EMA. Documentation that verifies that the grant recipient is in compliance with this requirement must be submitted to your Program Specialist at Cal EMA by (May 26, 2010).

### **Section C, Supplemental Programmatic Review, Question #9 -Direct Services:**

**Finding:** The project is missing an Operational Agreement on file for Exceptional Parents Unlimited. Exceptional Parents Unlimited is an organization that Marjaree Mason Center, Inc sometimes refers children of DV victims to for counseling services.

**Citation:** Request for Application (RFA), FY 09/10, Operational Agreements, requires that Original Operational Agreements with agencies in the following disciplines must be on file at the project by July 1, 2009 and be available for review upon a Site or Monitoring visit. The following are: Local law enforcement agencies; Prosecutor's Offices; **Victim/Witness Assistance Programs**; Other DV Centers in any overlapping service areas; Children's Protective Services; and Hospital(s)/medical treatment facilities.

**Corrective Action:** See Recipient Handbook Section 4300, Elements of an Operational Agreement (OA), for the components that must be included in the Operational Agreement. The project must obtain an OA with Exceptional Parents Unlimited and provide your Program Specialist at Cal EMA with a copy by (May 26, 2010).

### **Section C, Supplemental Programmatic Review, Question#6 - Additional Requirements:**

**Finding:** The project could not show that their personnel policies which include: grievance procedures, leave policies, work hour and benefit policies, regular staff evaluations, and policies for setting salaries and increases were up to date and approved by the Board of Directors.

**Citation:** Recipient Handbook, Section 11340, (e), Personnel Files states that salary rates, increases and benefits must be approved by the governing board or applicable personnel agency.

**Corrective Action:** Please provide your Program Specialist at Cal EMA with a copy of the minutes where the Board of Directors has signed and approved your most up to date employee manual/handbook which includes: grievance procedures, leave policies, work hour and benefit policies, regular staff evaluations, and policies for setting salaries and increases by (May 26, 2010).

### **EEO Checklist – B, Question #5, Publications**

**Finding:** The project did not have recruitment materials or publications that included a policy statement of nondiscrimination for participants, beneficiaries, applicants, or employees at the time of the site visit.

**Citation:** All issues regarding missing information and/or documents on the EEO Checklist will be referred to Lisa Abila, EEO Compliance Officer for review and follow-up with the project.

### **EEO Checklist – B, Question #10, Limited English Proficiency (LEP)**

**Finding:** The project could not demonstrate that they have taken reasonable steps to ensure meaningful access to their programs, services, and information on the services the recipient provides, free of charge at the time of the site visit. Additionally they could not demonstrate that they have established and implemented policies and procedures for language assistance services that provide LEP persons with meaningful access, i.e. oral interpretation services, bilingual staff, telephone interpreter lines, written language services, community volunteers, etc at the time of the site visit.

**Citation:** All issues regarding missing information and/or documents on the EEO Checklist will be referred to Lisa Abila, EEO Compliance Officer for review and follow-up with the project.

As for the other documentation that you were required to provide at the time of the site visit, I will be placing copies in your DV09/10 file and your master file at Cal EMA headquarters. Please keep in mind that you will be required to provide all requested documents again for future site visits but these are good for three years.

Enclosed is a copy of the completed Site Visit Checklist Form for your review. Please sign the cover page and return a copy of the page to me by **Tuesday, June 1, 2010 or sooner** as confirmation of receipt.

Thank you again for your hospitality during the visit. If you have any questions regarding the site visit please contact me at (916) 324-9222 or [Joimeiko.Coulbourn@calema.ca.gov](mailto:Joimeiko.Coulbourn@calema.ca.gov).

Joimeiko Coulbourn  
Criminal Justice Specialist  
Domestic Violence Section

Enclosures

c: Cal EMA R&R Logistics